



Policies & Procedures

Student Behaviour and Intervention Policy & Procedure 2025-26

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1. Introduction

Responsible student behaviour is important for everybody who visits, works and studies at any of Coastland College's campuses at Weymouth and Kingston Maurward, including their surrounding areas.

This policy sets out the College's expectations of attitudes and conduct of all students with the aim of promoting and encouraging positive behaviours in all parts of the college and across all activities associated with learning both on and off college sites. This promotes a safe, inclusive and positive culture for learning and personal development to support students to develop positive attitudes and behaviours for further learning and work.

The behaviour of the vast majority of our students is exemplary - they are responsible and considerate. Antisocial or criminal behaviour can adversely affect other people, other students, staff or local residents, and can create worry and distress for victims, some of whom are reluctant to raise it for fear of reprisal. To address these inappropriate behaviours the College has a behaviour, intervention and disciplinary process, the purpose of which is to protect the College and wider community and to deter those who interfere with its work and activities.

All students enrolled at the College sign up to the **College Code of Conduct and Expectations** which can be found below in this document and in the Student Guide given to students at induction.

This policy also incorporates the **Support and Fitness to Study Policy and Procedure** (Appendix 5) which aims to provide support to students whose health and wellbeing is having a detrimental impact on their (or other members of the College Community's) ability to study, independently remain safe and / or healthy or carry out functions of their role.

2. Responsibility

The overall responsibility of this policy lies with the Principal and implementation with the Deputy Principal.

3. Scope

This policy and procedure covers all students enrolled at Coastland College including those enrolled and studying Further Education (FE), Higher Education or University Level (HE), Apprenticeship or work-based courses and programmes. We expect any visiting students to adhere with this policy and for accompanying staff to ensure compliance, in cases of poor behaviour, the College will make representation to the appropriate representative of the visiting institution.

Students agree to abide by the College rules at the time they enrol, and these rules apply not just on campus but within our surrounding area, in any workplace related to their study programme or apprenticeship, on trips and visits and online as well. Students, visitors, parents, local residents, staff and employers all expect us to maintain a safe, orderly and harmonious environment - we take this very seriously.

4. Policy Statement

This policy is designed to ensure:

- Students are aware of the expectations of the College
- That students are encouraged to meet positive standards of conduct whilst studying at the College, whilst on College premises and when they are out and about in the local community on work placement or apprenticeship employment or on College visits and trips so as to represent the College as a positive learning environment.
- Fairness in the application of the behaviour, disciplinary and intervention process
- Consistent and fair treatment for all regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- Consideration and support of individual student's vulnerabilities, past experiences and needs are taken into account.
- Students are supported and the importance of their health and wellbeing in relation to their academic progress and wider student experience are recognised.
- All facts and evidence are established and, where appropriate, matters fully investigated *before* disciplinary action is taken.

Students, staff, visitors, employers or general members of the public are encouraged to report at the earliest opportunity any alleged breaches of the student code of conduct or alleged anti-social or criminal behaviour or behaviour which brings the College into disrepute. Once reported, the College's staff (at an appropriate level depending on the nature of the offence) will take steps to investigate the alleged breach of the Code of Conduct. Students, staff, visitors, employers or general members of the public are also encouraged to submit reports of positive behaviours to celebrate these.

5. Principles

If there is an allegation that a student has breached or broken the Code of Conduct (defined in the next section), this Behaviour and Intervention Policy and Procedure will apply. The procedure applies to students enrolled as Further Education, Higher Education or Apprentices of the College. Each case will be investigated based on its individual circumstances.

Students under the age of 18 (up to age 25 for students with an EHCP with the consent of the student) will normally be accompanied to a disciplinary intervention, interview or meeting by a parent or person with parental responsibility or support worker. Students over the age of 18 are entitled to be accompanied at a meeting by another member of the student body (who is not themselves involved), parent, carer, relative, support worker or employer, at any disciplinary interview or meeting. Any student aged under 18 (up to age 25 for students with an EHCP with the consent of the student) whose parent or person with parental responsibility has confirmed to the College that they will not be attending may instead be accompanied by a representative from Student Services if appropriate. Where any student who is known to be a looked after child is subject to the College's Behaviour and Disciplinary policy, the Designated Person for Looked After Children will be informed prior to any action taking place

Under this procedure, the College has the authority to discipline students and to suspend or exclude any student for just cause, or to ban or exclude any student from any campus, specific buildings, or to ban their vehicle from entry to campus, even where the misconduct takes place outside of the teaching and learning environment.

The definition of misconduct is outlined in the Code of Conduct and relates to behaviour that:

- Contravenes College policies / values, or
- Damages the College or its reputation, and/or
- Constitutes a criminal offence.

The Behaviour and Intervention Procedure seeks to ensure that in all decisions and interventions regarding student behaviour and conduct, students are afforded a fair hearing and that penalties are proportionate and appropriate. At our college, we acknowledge that students' behaviour can be influenced by past trauma and experiences. While these factors may provide context for inappropriate conduct, they do not excuse such behaviour. Our intervention process is designed to identify the root causes of inappropriate conduct, with the aim of equipping students with the necessary strategies to meet College expectations. It is the responsibility of each student to engage with this process and apply the strategies provided to ensure their behaviour aligns with the standards of the College. By doing so, we uphold a positive and respectful learning environment for all.

In the event that gross misconduct or criminal behaviour is committed, a student can be suspended temporarily or excluded from College permanently, and the College may be required to inform the police or other appropriate authorities.

Where the need for a meeting or appointment is referenced in this document the College will, in most cases, seek to arrange the meetings face to face. The College recognises that in some cases digital meetings may be appropriate and therefore retains the right to exercise its discretion. The College will endeavour to ensure that all students and their representatives at meetings are not disadvantaged in any way by meetings held digitally.

6. Code of Conduct and Expectations

We want you to be safe, supported, and successful during your time with us.

At Coastland College, we will provide education and training to empower you to improve your career prospects in a safe and supportive environment. As a student, you are expected to show a positive attitude and follow the college's values and behaviours.

This Code of Conduct applies on campus, in the workplace, during trips or visits, whilst travelling to/from college, and in the wider community. In all cases, we expect students to demonstrate Respect, Responsibility, and Resilience to help you engage fully and get the most out of college life.

Our College Values

Connected – Inspired by our heritage, we play a key part in a collaborative ecosystem where everyone has a platform to grow, contribute, and make an impact beyond borders.

Welcoming – We celebrate diversity, ensuring a safe, inclusive, supportive, and sustainable environment for all – a space where everyone is valued and treated with respect.

Dynamic – We embrace innovation, technology, industry advances, and hands-on learning in everything we do – helping and challenging employers to ensure they thrive in their sector.

Empowering – We create opportunities for all: our staff, our students, our community, the economy, and the world – opening doors and helping everyone achieve their full potential.

Courageous – In our relentless pursuit of excellence, we embrace challenges both big and small – we have the determination to succeed through deep-rooted curiosity and resilience.

Respect

- Show respect for yourself and others, including their opinions, feelings, abilities, and diversity.
- Contribute to an inclusive and supportive environment where everyone feels valued.
- Treat Coastland College property, facilities, and the environment with care—no littering, vandalism, or damage.
- Food and drink are not permitted in classrooms or Learning Resource Centres (except water).
- Bullying, harassment, or discrimination in any form will not be tolerated.
- Use appropriate language and behaviour in all settings, including online.
- Embrace professionalism in your appearance, behaviour, and communication, reflecting the workplace standards you are preparing for.

Responsibility

- Wear your lanyard with Coastland College ID at all times (except where removed for safety in practical sessions).
- Be punctual and attend all scheduled lessons, exams, and activities. Absences must be reported promptly, as you would with an employer.
- Be prepared with the required equipment, PPE, and resources for all activities.
- Take ownership of your actions and report unacceptable behaviour or safeguarding concerns.
- Follow health and safety regulations, including fire evacuation and PPE requirements.
- Mobile phones must be used responsibly and kept on silent during lessons unless permitted.
- Meet coursework deadlines, manage your time effectively, and seek support where needed.

- Comply with the law and college regulations—this includes zero tolerance for drugs, alcohol, and weapons.
- Smoking and vaping are only allowed in designated areas.
- Operate vehicles, bikes, or other transport safely and responsibly, following site regulations. E-scooters and skateboards are not permitted on college grounds.

Resilience

- Engage fully with Coastland College life and learning opportunities.
- Respond positively to feedback, using it to improve and grow.
- Show determination and a positive attitude when faced with challenges.
- Develop independence, adaptability, and professionalism to prepare for the workplace.
- Demonstrate perseverance in completing work, meeting deadlines, and striving towards your goals.

Links to British Values

Democracy: Students have a voice and are encouraged to participate in decision-making.

Rule of Law: Everyone is expected to follow this Code of Conduct and the law.

Individual Liberty: Students are free to be themselves in a safe and supportive environment.

Mutual Respect and Tolerance: We value diversity and promote respectful relationships across all aspects of college life.

Our Support

We will support all students to change any unsuitable behaviour or misconduct in line with this code of conduct. However, in some cases of misconduct and repeated unacceptable behaviour this may lead to disciplinary processes or exclusion. Our Student Behaviour and Misconduct Policy provides details of expected behaviour, actions in the event of unacceptable attitudes and behaviour, and actions relating to misconduct.

Student Agreement

By enrolling at Coastland College, you agree to abide by this Code of Conduct and all related policies and procedures.

Higher Education students must also follow HE-specific policies and Student Charters linked to their awarding organisation.

Apprentices must follow both college rules and their employer's regulations.

7. Informal Stage and Formal Stages

Every effort will be made to avoid the use of formal disciplinary action where problems can be remedied informally. All College staff carry the responsibility for the informal disciplining of students and for ensuring that misconduct or lack of commitment to study on the part of students is consistently dealt with in accordance with this policy. Where informal measures prove insufficient to establish a satisfactory standard of conduct, action may progress to the formal stages of the policy – stages 1 to 4. If it is felt that a student's health and wellbeing is having a detrimental impact on their, or other members of the College's community, to study or independently remain safe and / or healthy, they may be referred to the Support and Fitness to Study procedure

It is expected that delivery staff, academic coaches or managers will contact parents (or person/s with parental responsibility) and / or support workers of under 18-year-old students (up to age 25 for students with an EHCP with the consent of the student), unless prevented by safeguarding issues, to ensure they are informed of (and involved in as appropriate) any support or disciplinary procedures from an early stage. If the student is an apprentice, the employer will also be notified. All actions taken under the informal stage will be recorded in ProMonitor/Weytrack/Unit E/Weytrack/Unit E as a 'Cause for Concern.' For students with an EHCP, the Head of Learning Support will be informed. Where any student who is known to be a looked after child is subject to the College's Behaviour and Disciplinary policy, the Designated Person for Looked After Children will be informed prior to any action taking place.

All information relating to disciplinary actions will be recorded in ProMonitor/Weytrack/Unit E/Weytrack/Unit E, for example Cause for Concern and disciplinary warnings and any letters. This enables staff to see whether any previous or current warnings have been issued and who issued them. This enables members of staff who are considering action to check whether any attempt has been made to correct previous misconduct and whether the previous warning/cause for concern should be taken into consideration.

Disciplinary warnings will remain active for a twelve-month period following a student completing or withdrawing from the College.

8. Commitment to Study: The Attendance and Expectation Procedure

All courses depend on a commitment and application to study and the completion of required work. This will include, but not be limited to:

- Attendance and punctuality (face to face or online as per timetable) at all parts of a study programme or apprenticeship, including Maths/English, digital skills, tutorials and Work Placement and any additional catch-up activity on timetables.
- Bringing the appropriate equipment to all classes including college laptops or Chromebook which should be fully charged, general stationery and specific course related equipment.
- Completion of homework and research set to aid learning.
- Engaging with in class / online activities.

- Completing assessments in a timely manner as part of the assessed Curriculum (submitted within required guidelines).
- Attendance at Exams and formal assessments.
- Meeting behaviour expectations

First six weeks on programme: Attendance and Expectations

If a student isn't demonstrating commitment to their studies in the first six weeks of their programme, for example through non-attendance, being continually late to lessons, not completing work in class, not submitting assignments or not meeting expectations around behaviour, the '**Attendance and Expectations: First six weeks**' process will be initiated. Students will be reminded throughout this process that failure to improve attendance or to meet behaviour expectations may lead to them being withdrawn from their programme. Full detail can be seen in Appendix 1, the process is summarised below.

	Trigger	Timeframe	Action	Outcome
Stage 1 – Initial Support and Intervention	Attendance falls below 90% or two or more 'cause for concern' raised (e.g., poor engagement, low effort, inappropriate behaviour).	first 2 weeks	Academic Coach or teacher holds an intervention tutorial; SMART targets set for attendance, punctuality, and behaviour. Parents/carers/employers informed.	If improvements are made, no further action. If not, move to Stage 2.
Stage 2 – Curriculum Manager Involvement	Continued issues with attendance (further absences, attendance remains below 90%) or behaviour (at least 2 more 'cause for concern') despite Stage 1 intervention.	2 weeks, 4 weeks cumulative	Curriculum Manager meets with the student and contacts parents/carers/employers. Progress tracked on ProMonitor/Weytrack/Unit E/Weytrack/Unit E. Additional support considered.	Improvements halt progression. Continued concerns escalate to Stage 3 or referral to Behaviour or Fitness to Study procedures.
Stage 3 – Escalated Monitoring	Attendance declines further (likely below 80%) or behaviour concerns persist.	1 week, 5 weeks cumulative	Curriculum Manager holds a review meeting and monitors progress over one week. Ongoing communication and SMART target setting continues.	If no improvement, move to Stage 4.
Stage 4 – Formal Disciplinary	Continued failure to meet expectations.	1 week, 6 weeks cumulative	Formal Stage 4 disciplinary meeting chaired by an Assistant Principal – Student Life. Withdrawal may be considered. If continuation is agreed, targets are reviewed again after two and four weeks.	Student either improves or is withdrawn from their programme.

Appeals

- For Stage 4 outcomes, students may submit an appeal to the Principal within **5 working days** of receiving the outcome.

Ongoing attendance intervention:

Attendance and Punctuality Intervention Process

The College implements a staged approach to address persistent attendance and punctuality concerns across all elements of a learner's study programme (including the main qualification, English, Maths). The intervention framework escalates based on repeated patterns of unexplained absences or lateness, with clearly defined responsibilities and support mechanisms at each stage.

Students will be reminded at all stages that failure to improve attendance and punctuality is likely to impact their ability to progress to further study and may lead to them being withdrawn from their programme. Full detail can be seen in Appendix 1, the process is summarised below.

	Trigger	Timeframe	Action	Outcome
Informal Intervention	2 instances of absence or lateness within 2 weeks.	2 weeks	Tutorial/intervention meeting with Teacher or Academic Coach, contact with parent/carer/employer, support referrals, and SMART targets set	Attendance and punctuality improve, no further action. No improvement, escalate to Stage 1 or Fitness to Study.
Stage 1 – Support & Intervention	Further absences / lateness with no good reason from any sessions in a 2 week period, attendance below 85%	Up to 2 weeks, 4 weeks cumulative.	Tutorial/intervention meeting with Teacher or Academic Coach, contact with parent/carer/ employer, support referrals, and SMART targets set, with Curriculum Manager informed	Attendance and punctuality improve, no further action. No improvement, escalate to Stage 2 or Fitness to Study.
Stage 2	Further absences / lateness with no good reason from any sessions in a 2 week period, attendance below 75%	Up to 2 weeks, 6 weeks cumulative.	Tutorial/intervention meeting with Teacher or Academic Coach, contact with parent/carer/ employer, support referrals, and SMART targets set, with Curriculum Manager informed	Attendance and punctuality improve, no further action. No improvement, escalate to Stage 2 or Fitness to Study.
Stage 3	Further absences / lateness with no good reason from any sessions in a 2 week period, attendance below 70%	Up to 2 weeks, 8 weeks cumulative.	Further support review, formal meeting involving Curriculum Manager, parent/carer/employer invited, support referrals, and SMART targets set	Attendance and punctuality improve, no further action. No improvement, escalate to Stage 4 or Fitness to Study.

Stage 4	Further absences / lateness with no good reason from any sessions in a 2 week period, attendance below 70%	Up to 2 weeks, 10 weeks cumulative.	Formal meeting held by Assistant Principal, parent/carer/employer invited, support referrals, and SMART targets set.	Attendance and punctuality improve, no further action. If no improvement, referred to Assistant Principal – Student Life for potential withdrawal from programme.
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Appeals

Learners may appeal formal decisions at any stage:

- **Stages 1–3:** there is no right of appeal for these stages
- **Stage 4:** Appeal to the Principal

NOTE: Parents / carers / support workers of under 18-year-old students (up to age 25 for students with an EHCP with the consent of the student), employers of apprentices and the Designated Person for Looked After Children in relation to any student known to be looked after, will be informed of any intervention or actions taken.

9. The Behaviour and Intervention Procedure

The **Behaviour and Intervention** procedure will be used where there are indications that any part of the Code of Conduct has been breached or where commitment to study is not being shown (see section 5 Commitment to Study: Attendance and Expectations. This policy applies to all students and covers all:

- Buildings on any of the College campuses or on any part of the estate owned by Coastland College;
- Social and sporting activities;
- Activities both on and off campus (including work placement, College trips and activities) where an incident involves dangerous or antisocial behaviour or behaviour which may bring the College into disrepute.
- Online and social media activity that brings the College into disrepute or is considered bullying or harassment of another member of the College community.

There are 5 stages to the Behaviour and Intervention Procedure as summarised below. Note that this does not include actions undertaken under the 'Commitment to Study' procedure, summarised in section 6.

STAGE	PROCESS	OUTCOMES / SANCTIONS	MISCONDUCT LEVEL	APPEAL
Informal Any member of staff	Intervention meeting or tutorial held by any member of staff. Designated Person for Looked After Children informed as appropriate. Contact with Parent / carer / employer to discuss. Recorded as 'Cause for Concern' in ProMonitor/Weytrack/Unit E/Weytrack/Unit E. SMART target(s) set for improvement.	- Improved commitment / meeting expectations, no further action. - Tutor referral e.g. for learning or support. - Commitment / meeting expectations not improved, referral to Stage 1	Not demonstrating commitment to study or meeting expectations of behaviour.	There is no right to appeal at this stage
Stage 1: - OFFICIAL VERBAL WARNING Support and Intervention * Lead: Allocated by Course Manager, but can be given by any staff member	A Curriculum Manager/ Apprenticeship Manager, will conduct the meeting, following investigation or review of Cause for Concerns, with the student within 7 working days. Details of the meeting, including the outcome and consequences of future misconduct, will be recorded on ProMonitor/Weytrack/Unit E. Parents/carers/employers will be informed of action. A meeting to review progress against the action plan and SMART targets will usually take place within 20 working days of the student getting the outcome of the initial meeting. For students with an EHCP, the Head of Learning Support will be kept informed at all times. For a	- Improved commitment / meeting expectations, no further action. - Support mechanisms put in place. - Referral to Support & Fitness to Study - Stage 1 warning and action plan issued with appropriate SMART targets to be completed within 2/3 weeks. - Additional sanctions appropriate to the incident (e.g. limited access to IT, apologies to any inconvenienced individuals). - No disciplinary action taken Note: students should be reminded of the consequences of further misconduct or failure to improve. Class Teachers to comment on positive and negative behaviours on ProMonitor/Weytrack/Unit E during the action plan period. Personal teachers/Academic Coaches / EDEs to monitor.	Continuing lack of commitment to study or meeting expectations of behaviour - – typically more than 3 'Cause for Concerns' in the first half term or the academic year or a 2 week period. Issues such as continuous/repeated, but not limited to: - disrespect towards staff or visitors - disruptive behaviour/unacceptable language - non-application to work in class - initial instance of bullying - unjustified absenteeism or lateness - poor attitude to completing work - regularly unprepared for lessons - minor breaches of College rules or the code of conduct – e.g. smoking in non-designated areas	There is no right to appeal at this stage

	student known to be a looked after child, the Designated Person for Looked After Children will be kept informed at all times.	This stage can be repeated once if appropriate but then escalation to stage 2 is required	inappropriate parking	
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STAGE	PROCESS	OUTCOMES / SANCTIONS	MISCONDUCT LEVEL	APPEAL
Stage 2 – WRITTEN WARNING Lead: Course Manager, Apprenticeship Manager	A Curriculum Manager/ Apprentice Delivery Manager will conduct the meeting, following investigation, with the student within 7 working days. Parents/carers must be invited to attend the meeting (where student is under 18 at the start of their course and has not withdrawn permission, aged 25 for students with an EHCP with the consent of the student). Employers of Apprentices should be invited as should support workers where it is appropriate. Details of the meeting, including the outcome and consequences of future misconduct, will be recorded on ProMonitor/Weytrack/Unit E. For students with an EHCP, their Head of Learning Support will be kept informed at all times. For a student known to be a looked after child, the Designated Person for Looked After Children will be kept informed at all times.	- Stage 2 warning and action plan issued with appropriate SMART targets to be completed within 2/3 weeks - Other sanctions appropriate to the incident (e.g. apologies to anyone involved, replacement of damaged equipment) - Lower level sanction confirmed (e.g. stage 1) Note: students should be reminded of the consequences of further misconduct or failure to improve. Class teachers should comment on positive and negative behaviours on ProMonitor/Weytrack/Unit E during the action plan period. Personal Development Tutors/Teachers will monitor progress. This stage can be repeated once if appropriate but then escalation to stage 3 is required	Failure to achieve a stage 1 action plan. Issues such as the following (but not limited to) should come straight to this level: - minor damage to property - minor levels of aggression/bullying/harassment towards other students or staff - minor health and safety infringements - discriminatory behaviour/comments of any kind - abuse of any college facilities - unacceptable behaviour towards College neighbours or their property - plagiarism	There is no right to appeal at this stage

STAGE	PROCESS	OUTCOMES / SANCTIONS	MISCONDUCT LEVEL	APPEAL
STAGE 3 – FORMAL WRITTEN WARNING Stage 3 Lead: Head of Curriculum and Skills, Head of Apprenticeships	Report prepared for reasons for stage 3 by Course Manager/ Apprenticeship Manager, presented to Head of Curriculum and Skills (or Director of Apprenticeships and Adults) Referral for failure to meet targets agreed at stage 2. Head of Curriculum and Skills will arrange a panel meeting, the panel will consist of the Head of Curriculum and Skills (or Director of Apprenticeships and Adults), Course Manager to which the student belongs. Parents/carers must be invited to attend the meeting (where student is under 18 at the start of their course and has not withdrawn permission, aged 25 for students with an EHCP with the consent of the student). Employers of Apprentices should be invited as should support workers where it is appropriate. Details of the meeting, including the outcome and consequences of future misconduct, will be recorded on ProMonitor/Weytrack/Unit E. For students with an EHCP, their Head of Learning Support will be kept informed at all times. For a student known to be a looked after child, the Designated Person for Looked After Children will be kept informed at all times	Class teachers to comment on positive and negative behaviours on ProMonitor/Weytrack/Unit E during the action plan period. Personal Development Tutors and Course Managers to monitor.	Issues listed below, but not limited to: • Theft, fraud, deliberate falsification of records. • Deliberate damage to property owned by Coastland College, its staff, student, or visitors. • Behaviour likely to be offensive to public decency (including swearing and offensive language). • Refusal to follow any instruction of College staff (or emergency services staff) relating to health and safety, or the orderly management of the College's business and its environment. • Behaviour prejudicial to the good name of the College, whether on or off the College premises. • Inappropriate use of technology or any of the College's computer equipment or facilities (see ICT Acceptable Use Policy)	There is no right to appeal at this stage

STAGE	PROCESS	OUTCOMES / SANCTIONS	MISCONDUCT LEVEL	APPEAL
STAGE 4 – FINAL WRITTEN WARNING Lead: Assistant Principal – Student Life	Report prepared detailing the reasons for stage 4 by Head of Curriculum and Skills, presented to Assistant Principal – Student Life. Note: for investigation of incidents of extremely serious misconduct – the Assistant Principal – Student Life should agree the investigation plan. An external investigator may be identified if deemed appropriate. Referral for failure to meet targets agreed at stage 3. Parents/carers must be invited to attend the meeting (where student is under 18 at the start of their course and has not withdrawn permission, aged 25 for students with an EHCP with the consent of the student). Employers of Apprentices should be invited as should support workers where it is appropriate. Details of the meeting, including the outcome and consequences of future misconduct, will be recorded on ProMonitor/Weytrack/Unit E. For students with an EHCP, their Head of Learning Support will be kept informed at all times. For a student known to be a looked after child, the Designated Person for Looked After Children will be kept informed at all times.	• No disciplinary action taken • Stage 4 warning and action plan issued with appropriate SMART targets to be completed within 2/3 weeks • Lower level sanction confirmed • Other sanctions appropriate to the incident. • Recommendation to the Principal for exclusion Note: students should be reminded of the consequences of further misconduct or failure to improve. Class teachers to comment on positive and negative behaviours on eILP during the action plan period. Personal teachers to monitor.	These meeting will normally be preceded by a stage 3 meeting, however where the incident is deemed extremely serious a stage 4 meeting can be requested directly. Examples of serious behaviours include, but not limited to: • Physical or verbal assault on another student or member of staff or visitor, or threatening behaviour. • The possession, use or dealing of any illegal substances including alcohol. • The possession of any offensive weapon(s). • All forms of harassment whatever they are based upon (for example whether based on sex, race, sexual orientation, disability, age, health, appearance, background, personal or political beliefs or religion or any protected characteristic). • Any actions that break health and safety rules or place any member of the College community or general public at risk	Appeal in writing to the Principal within 5 working days, appeal will be heard within 10 working days by the Principal or their Deputy.

***Stage 1 – Support and Intervention**

Students who have more than 3 'Cause for Concerns' (typically) relating to ongoing lack of commitment to study, behaviour concerns or minor breaches of the code of conduct will be referred for a Stage 1 – Support and Intervention meeting led by the Curriculum Manager or equivalent for the subject area or an appropriate member of the Student Support team.

The aim of this meeting is to identify any support needs or concerns that may be impacting commitment to study and expectations. Where a student is known to have an Education Health & Care plan (EHCP), high needs, learning difficulty or disability which may affect the student advice and/or support should be considered during this meeting and before implementing formal action. The student's Head of Learning Support will be kept informed and involved at all times. Where any student who is known to be a looked after child the Designated Person for Looked After Children will be informed prior to any action taking place. The parents (or person/s with parental responsibility) and / or support workers of under 18-year-old students (up to age 25 for students with an EHCP with the consent of the student), unless prevented by safeguarding issues, should be informed of meetings and of any outcomes arising as a result.

The outcome(s) of the meeting will be a combination of:

- Referral to appropriate support services
- Targets set with an action plan for improvement
- Recommendation to progress to the Support and Fitness to Study process

A stage 1 meeting may also be held where there have been minor breaches of the Code of Conduct or College rules. The outcome(s) of the meeting will be a combination of:

- Stage 1 warning and action plan with no further action if targets met and behaviours are not repeated.
- Sanctions as appropriate e.g. apologies for behaviour.
- Escalation to higher stages if behaviours/ lack of commitment continues.

10. Carrying out Investigations

Before a formal disciplinary meeting is scheduled, there should be an investigation of the facts leading to the request. Note that students can be placed on any stage of disciplinary without having undergone the previous stage, the principle here being that the level of disciplinary action is determined by the alleged misconduct.

Where a staff member believes a Stage 1 or above support or disciplinary meeting should take place, evidence should be presented to the Curriculum Manager or Apprenticeship Delivery Manager in the first instance to determine whether or not disciplinary action should be taken.

The manager responsible for the disciplinary meeting should ensure they have considered all of the relevant information and documentation related to the cause for the disciplinary meeting. As part of the investigation processes, the responsible manager will explore with the student and other appropriate parties, any issues related to previous experience that may have contributed to the issues being considered. While these will not be considered as excusing factors for inappropriate behaviour, they will be used to inform agreed actions and strategies for the student to implement to ensure their behaviour meets the College's expectations in future.

Where it is decided that an alleged incident is serious enough to enter the formal process at stages 3 or 4, the Head of Curriculum and Skills / Director of Apprenticeships and Adults should liaise with the Assistant Principal – Student Life to agree the scope of the investigation and who should carry out the investigation or to confirm that an investigation has been carried out appropriately.

For students with an EHCP, their Head of Learning Support will be kept informed at all times. Where any student who is known to be a looked after child is subject to the College's Behaviour and Disciplinary policy, the Designated Person for Looked After Children will be informed prior to any action taking place. The parents

(or person/s with parental responsibility) and / or support workers of under 18-year-old students (up to age 25 for students with an EHCP with the consent of the student), unless prevented by safeguarding issues will be informed of meetings and of any outcomes arising as a result

In all investigations, all persons (students, staff, visitors etc) involved in the incident should be asked to provide a written statement, this must contain their full name, student number (if applicable) and be signed and dated. Any statements must be collated and reviewed before a formal meeting takes place and where possible as soon as a student is made aware of an allegation. If the student has any support needs including a learning difficulty or disability, specific vulnerability such as mental health concerns or anything identified through a previous Stage 1 Support and Intervention meeting, reasonable adjustment will be made with the agreement of appropriate support team members. The College reserves the right to engage an external (independent of the College) investigator where the risk to the College or student is deemed sufficient to warrant this action. Further detail on carrying out investigations for stages 3 or 4 can be found in Appendix 2. **Please note: Before sending letters to parents/carers, staff should be aware that students over the age of 18 years or those who may have other restrictions on communications, may have opted out of parental communication and therefore additional letters to parents/carers should not be sent.**

11. Disciplinary Meetings

If it has been determined following an investigation that a formal disciplinary meeting should be held, a letter will be sent (electronically and by post) asking the student to attend a formal disciplinary meeting. For students with an EHCP, a copy of the letter will be sent to their Head of Learning Support. For a student who is known to be a looked after, the Designated Person for Looked After Children will be informed prior to any meeting taking place. A copy of the letter will be sent to employers where the student concerned is an apprentice. The letter will set out sufficient detail for the student to understand the allegation to which they must respond to during the disciplinary meeting. The letter will:

- state the date/time/ of the meeting and whether it will take place face to face or online.
- set out with sufficient detail, the allegation to which the student must respond in the meeting, including the disciplinary stage that the meeting is based on.
- Explain that the student may invite a representative to support them. The role of the representative is to assist the student to understand the process but must not answer questions put to them by a panel member. The representative can support and help to clarify.
- The only people who can be representatives are one of the below. Note that the meeting lead can refuse attendance to specific individuals who are not appropriate.
- A member of College staff
- A fellow student (i.e. a friend).
- Parents or the person/s with parental responsibility or an official support worker.
- Employer

Only where the student is under 18 (up to age 25 for students with an EHCP with the consent of the student) – the College will inform the student's parents or person with parental responsibility in advance of the meeting so that they have the opportunity to participate with their child/young person being cared for, to the meeting. At the meeting, the lead member of staff will:

- Introduce themselves and others present
- Explain the purpose of the meeting
- Confirm with the student that they have been sent a copy of the Student Behaviour Policy & Procedure and check that they understand the Code of Conduct
- State whether any others will be in attendance to give evidence about the alleged incident in person
- Explain that the panel intend to arrive at an outcome as quickly as possible. This outcome could either be stated during the meeting, or by letter after the meeting.
- State the specific details of the alleged incident for the benefit of the student and then give the student the opportunity to put forward their version of events.
- If appropriate, the lead member of staff will explore with the student and other appropriate parties, any issues identified during investigation related to previous experience that may have contributed to the issues being considered. While these will not be considered as excusing factors for inappropriate behaviour, they will be used to inform agreed actions and strategies for the student to implement to ensure their behaviour meets the College's expectations in future.
- Record key points (or have pre-arranged for a note taker to be present)
- Inform the student that a record will be made in ProMonitor/Weytrack/Unit E, viewable by the student in ProPortal.

The failure by a student to attend a formal intervention or disciplinary meeting may result in action being escalated to a higher stage or a decision being taken in that student's absence.

12. Communicating the Decision of a Disciplinary Meeting

Once a disciplinary meeting has ended, the panel will discuss the evidence from investigation and information presented by the student and anyone else involved during the meeting and make a decision on the outcome of the meeting, including the appropriate formal disciplinary stage. Meeting outcomes may include, but are not limited to:

- No evidence of misconduct, no sanctions applied
- A verbal warning, usually with an action plan for improvement
- A written warning (linked to disciplinary stage), usually with an action plan for improvement
- Exclusion
- The requirement to participate meaningfully in supportive or otherwise corrective activities to equip the student to meet the College's conduct expectations in the future.
- Other sanctions appropriate to the specific incident / misconduct e.g. making a formal apology to an injured party or limiting access to specific areas or resources

The outcome and any actions to be taken will be recorded on ProMonitor/Weytrack/Unit E and the student will be issued with a formal outcome letter as soon as possible and usually within 5 working days of the disciplinary meeting.

Note: Where the student is under 18 (up to age 25 for students with an EHCP with the consent of the student), a copy of the letter will be sent to the student's parent/person with parental responsibility. For students with an EHCP, a copy of the letter will be sent to their Head of Learning Support. For any student who is known to be looked after, the Designated Person for Looked After Children will be provided with a copy of any correspondence.

13. Suspension

For the purposes of this policy the term suspension should not be confused with the term exclusion.

Suspension can be used during the investigative phase where it is considered it would be detrimental for a student to remain where the health, safety and welfare of themselves or others is compromised.

A period of suspension is a neutral act and does not automatically presume guilt. A suspension should only be imposed where it is considered absolutely necessary, for example to enable an investigation to proceed unhindered where facts or evidence need to be gathered or where there is a safety consideration either for the student concerned or for others. Conditions may be attached to the period of suspension and if these are not adhered to, it is most likely to carry consequences for the student concerned if breached.

Only an Assistant Principal – Student Life, Assistant Principal – Curriculum and Quality or Deputy Principal has the authority to approve a suspension. The Head of Curriculum should speak to one of these members of SLT to gain approval before suspending the student. A period of suspension must be time-limited and should be up to a maximum of 10 working days at the outset whilst an investigation takes place. The period must be kept under review by the person who approved the suspension.

The suspended student must be kept informed and should be provided with a named contact at the College, this will be agreed by the member of staff suspending the student. The named contact should either be a person from Student Services, their Academic Coach or Curriculum Manager. The Head of Curriculum is responsible for ensuring that the Course Manager provides the student with work which can be completed remotely to ensure that the student remains in learning.

If the student being suspended is under 18 at the start of their course (up to age 25 for students with an EHCP with the consent of the student), their parent/carer must be informed immediately of the suspension and the reasons for the suspension (unless the student has actively removed permission to contact). If a work based/placed learner is being suspended under this policy, the employer must be informed. For students with an EHCP, their Head of Learning Support should be kept informed at all times. Where any student who is known to be a looked after child is subject to the College's Behaviour and Disciplinary policy, the Designated Person for Looked After Children should be informed prior to any action taking place.

14. Police Involvement

Where any member of staff has reason to believe that a student may have committed a criminal offence the College may refer the matter to the police and may continue disciplinary proceedings under this procedure or suspend the student pending the outcome of police enquiries and any charges which may be brought against the student. The Assistant Principal – Student Life will liaise with the police to confirm whether there is any reason why the disciplinary proceedings should not continue.

Where the student has been suspended under this provision, when the results of those enquiries and any criminal proceedings are known, the College reserves the right to recommence proceedings under this procedure in relation to the matter.

It is emphasised that in relation to the application of this procedure, the College is not bound by the results of any criminal proceedings against students.

Students on Bail or Convicted of Criminal Offences

The College is committed to maintaining a safe and supportive environment for all members of its community. In line with this commitment, the College reserves the right to take precautionary action in circumstances where a student is subject to ongoing criminal investigations or has been convicted of a criminal offence.

1. Students on Bail or Under Police Investigation

Where a student is on police bail or under investigation for a criminal offence that may pose a risk to the safety or wellbeing of others in the College community, the College may suspend the student on a precautionary basis. This suspension is not a disciplinary sanction but a safeguarding measure to protect students, staff, and the integrity of any ongoing investigations. The decision to suspend will be based on a risk assessment and may remain in place until the conclusion of legal proceedings.

2. Students Convicted of Criminal Offences

If a student is convicted of a criminal offence during the academic year, the College will review the matter under its Behaviour Policy. The nature of the offence, its relevance to the College environment, and any potential risk to others will be considered. Disciplinary action, including suspension or permanent exclusion, may be taken where the offence is deemed incompatible with continued membership of the College community.

3. Duty to Disclose

Students are required to disclose any unspent criminal convictions at enrolment and to inform the College of any subsequent charges, bail conditions, or convictions during their time at the College. Failure to disclose such information may itself be treated as a disciplinary matter.

15. Additional information

There may be occasions when a student is deemed to be in a condition that renders them unsuitable for study. Examples include, but are not limited to, being under the influence of alcohol, stimulants such as energy drinks or illegal substances. The first priority is safety, and the student should be removed from the classroom / teaching situation as quickly as possible.

If a student under the age of 18 (up to age 25 for students with an EHCP with the consent of the student) is to be sent home this should only be done with the knowledge of the parent or person with parental responsibility and ideally, they should collect the student. In the case of older students, a view should be taken on whether it is safe to send them home alone.

The Head of Curriculum/Director of Apprenticeships and Adult Learning will deal with the matter wherever possible, in their absence the Assistant Principal - Student Life. Such exclusions are deemed temporary and will not automatically lead to disciplinary action. The Head of Curriculum/Director of Apprenticeships and Adults will discuss with the Assistant Principal – Student Life the action that will be taken on the student's return to college. For students with an EHCP, their Head of Learning Support will be kept informed at all times. For a student known to be a looked after child, the Designated Person for Looked After Children will be kept informed at all times.

16. Appeals

There is no right to appeal at stages 1, 2 and 3.

For an appeal against a stage 4 decision or an exclusion, the student should submit their appeal, in writing, to the Principal within 5 working days of receiving the outcome of the stage 4 disciplinary meeting. The Principal or their Deputy will hear the appeal usually within 10 working days of receipt of the appeal. This procedure lays down timeframes to which the College will try to meet. However, there may be occasions where the time limits cannot be met for various reasons. If this is the case, the College will keep the student fully informed of the reasons for this and when the appeal meetings will take place.

There can be no further internal appeal against the decision of the Appeal made to the Principal.

If a student remains unsatisfied with the result of any interventions that have been made to address concerns about behaviour or conduct, then they can complain using the College's complaints procedure. For further details of this process, please see the College's **Complaints Policy**.

17. Monitoring Procedure

All disciplinary action will be recorded on ProMonitor/Weytrack/Unit E and will be held on the student's digital file for inspection at any time.

The Assistant Principal – Student Life will present a summary report annually.

Appendix 1: Guidance for the formal investigation of serious incidents that could lead to stage 3 or stage 4 disciplinary action being taken against a student.

Investigations should always be carried out by a member of the College Leadership Team (CLT). For potential stage 3 action this will usually be the Course Manager / Apprenticeship Manager of the area to which the student belongs unless they are directly connected to the cause for the request for the disciplinary action. For potential stage 4 action this will usually be the Head of Curriculum of the department to which the student belongs unless they are directly connected to the cause for the request for the disciplinary action. Note that for students with an EHCP, their Head of Learning Support should be kept informed at all times. Note that for a student known to be a looked after child, the Designated Person for Looked After Children should be kept informed at all times.

The procedures for carrying out an investigation are as follows:

- The investigating officer will be provided with a preliminary statement of the facts leading to the call for investigation as soon as is reasonably practicable.
- The investigating officer will be provided with names, addresses and contact details of the student(s) and any other relevant parties involved at the same time. Parents / carers of under 18 students should be made aware of the reasons for the investigation as should employers of apprentices and any appropriate support workers.
- If appropriate (e.g. in the case of serious incident) the investigating officer will agree terms of reference for investigation with the Assistant Principal – Student Life
- The investigating officer will arrange appointments with the person(s) involved within 5 working days of receiving the above information although this should be sooner wherever practicable. Written statements of any interviews should be made and stored on ProMonitor/Weytrack/Unit E; these should be agreed by the parties present. It is not appropriate for any such interview to be recorded.
- Note that at all stages of the process, the student(s) will be advised of their right to have representation/ advocacy at any meeting.
- A written report should be sent to the Assistant Principal – Student Life to confirm that a disciplinary meeting will take place. This report should include a summary of investigation activity undertaken along with appropriate evidence e.g. attendance records, incident reports etc. Note that it is not in the remit of the investigating officer to offer an opinion or recommendation regarding the outcome of any disciplinary action that may follow, that responsibility lies with the manager responsible for the disciplinary hearing. It is the investigating officer's responsibility to state what, on the balance of probabilities, actually happened and who was responsible.
- The recommended timescale for the completion of the process is 10 working days from the date of incident or cause for disciplinary action although this should be sooner wherever practicable.
- Investigating officers should retain their notes of any meetings as per the Data Retention Guidelines (currently current academic year plus six years).

Appendix 2: The rules of natural justice

The following are guidelines of natural justice. If a member of staff is in any doubt as to the procedure, he/she is proposing to adopt he/she should take advice from the Assistant Principal of Student Services. The rules of natural justice consist of the following elements:

- The right to a fair hearing; and
- The rule against bias

The Right to a Fair Hearing

The right to a fair hearing requires that individuals shall not be penalised by a decision affecting their rights or legitimate expectations unless they have been given prior notice of the case against them, a fair opportunity to answer it and the opportunity to present their own case.

Each individual must have the opportunity to present their version of the facts and to make submissions on the relevant principles of the Code of Conduct and the allegations against them. The right to a fair hearing involves the following:

Prior notice of the hearing

Natural justice generally requires that the person charged should be given adequate notice of the allegations against them and of the procedure for determining the alleged breaches of the Code of Conduct so that they may be in a position to make representations on their own behalf, to appear at the hearing, to effectively prepare their own case and to answer the case against them.

The time and location of the hearing must be notified to the person charged.

The opportunity to be heard

The person charged has a right to attend the hearing and be allowed to present their case.

The conduct of the hearing

The conduct of the hearing is a matter to be determined by the member of staff responsible for the conduct of the hearing. The overriding objective that should be borne in mind when deciding how the hearing should be conducted is that the person charged has a proper opportunity to consider, challenge or contradict any evidence, is fully aware of the nature of the allegations against them and has a proper opportunity to present their own case.

The right to representation

The person who is the subject of the hearing has an absolute right to be accompanied by a person of their choosing at all stages of the process. (Legal representation is not appropriate and is not permitted.) Students under the age of 18 will normally be accompanied to a disciplinary interview or meeting by a parent or person with parental responsibility. Students over the age of 18 are entitled to be accompanied at a meeting by another member of the student body (who is not themselves involved) at any disciplinary interview or meeting. Any student aged under 18 whose parent or person with parental responsibility has confirmed to the College that they will not be attending may instead be accompanied by a representative from Student Services if appropriate ***The decision and the reasons for it***

The member of staff responsible for the decision should give reasons for the decision and the sanctions being imposed.

The rule against bias

The two main aspects of this rule are that a person adjudicating on a dispute must have no pecuniary or proprietary interest in the outcome of the proceedings and must not reasonably be suspected, or show a real likelihood, of bias.

At all times, the member of staff responsible for conducting the hearing must be able to show that, having instigated the investigation, they have conducted a full enquiry into the circumstances involved before making their decision as to whether a breach of the Code of Conduct has occurred and, if so, what sanction should be imposed.

There should be no suggestion in the conduct of the hearing that prior to its commencement the member of staff has irrevocably decided the outcome.

Appendix 3: Flow Chart

Stage 1 – Verbal Warning (Support & Intervention)

Led by: Curriculum Manager / Apprenticeship Manager

Timescale: Meeting within 7 working days of concern

Process: Review Cause for Concerns, meet student, set SMART targets. Parents/employers informed.

Outcome: Support in place, action plan (2–3 weeks). May include minor sanctions. Escalates if no improvement.



Stage 2 – Written Warning

Led by: Curriculum Manager / Apprentice Delivery Manager

Timescale: Meeting within 7 working days, review after 2–3 weeks

Process: Formal meeting, parents/employers/support workers invited. SMART targets agreed and recorded.

Outcome: Written warning, sanctions (apologies, repairs, replacement of damage). Escalates if no improvement.



Stage 3 – Formal Written Warning

Led by: Head of Curriculum & Skills / Director of Apprenticeships and Adults

Timescale: Panel meeting arranged within 7 working days of referral

Process: Panel meeting including HOCS, Course Manager, parents/employers invited. Review of failure to meet Stage 2 targets or serious misconduct.

Outcome: Formal written warning, action plan, sanctions for serious issues (e.g. theft, damage, inappropriate use of IT).



Stage 4 – Final Written Warning / Exclusion

Led by: Assistant Principal – Student Life

Timescale: Meeting arranged within 7 working days of referral. Appeals within 5 working days.

Process: Investigation (may be external), formal disciplinary meeting. Parents/employers/support workers invited.

Outcome: Final written warning, action plan, or recommendation for exclusion for very serious misconduct (e.g. assault, drugs, weapons, harassment).

Appeal: Student may appeal to the Principal within 5 working days. Decision within 10 working days.



Equality Analysis

Name of Policy:	
Person Responsible:	
Date of Analysis:	

1: Identify aims of the activity

What is the purpose of the policy and who is intended to benefit?

2: Assess likely impact

How might this policy have an impact on staff, visitors or students in terms of disability, age, race, gender, religious belief, trans-identity, sexuality?

☐ Positive Impact
 ☐ No Impact
 ☐ Negative Impact

If you have identified **negative** impacts, you need to revise your activity to ensure that you are not disadvantaging any group on the grounds of disability, age, race, gender, religious belief, trans-identity, sexuality.

If you have identified **positive** impacts or **no impact**, please explain your decision

3: Checklist

1. Which of the following groups have you consulted?

☐ Staff
 ☐ Students
 ☐ Committee
 ☐ Other stakeholders (please specify below)

2. How frequently will you monitor the impact(s) of this activity?

☐ Termly
 ☐ Annually
 ☐ Other (please specify below)